



**TRANSFER OPPORTUNITY**  
**Personnel Specialist**  
**Department of Industrial Relations**  
**Division of Administration, Personnel Unit**  
**San Francisco**

Employees in San Francisco receive a 5% geographical pay differential and are eligible for a \$2400.00 recruitment and retention bonus after completing 12-qualifying pay periods, and every 12 months thereafter.

**Position:** Personnel Specialist

Range A	\$2516-\$3058 per month
Range B	\$2895-\$3520 per month
Range C	\$2996-\$3642 per month
Range D	\$3236-\$3933 per month

**Location:** 455 Golden Gate Avenue, San Francisco, CA 94102

**Duties:** Under the close supervision of a Personnel Supervisor I at the entry level, and under the general direction and supervision at the journey and advanced levels:  
Performs duties as a generalist pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, employee benefits and personnel document processing and related personnel clerical functions, applying appropriate laws, rules and regulations pertaining to personnel transactions; at the advanced levels more difficult and complex generalist personnel transactions. Advancement to the higher levels requires demonstrated ability to perform duties at that level as ascertained through methods determined by management of the Personnel Office. This includes measures of knowledge and abilities as well as evaluations of performance in lower ranges.

**SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply.** Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Terry Stevenson**  
Telephone: (415) 703-4381  
CALNET 593-4381

Submit application by **June 22, 2007**

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.